## LBSEA FORMAL GRIEVANCE FORM

(Grievant or Representative is to complete the first two sections of this form and subsequent shaded areas)

Grievant(s): Classification:
Dept./Bureau/Division:
Person(s)/Title(s) contacted at informal stage:
Date of Informal Meeting: Date of Supervisor's Response:
Date/Time/Place of Alleged Violation:
Violation, Misinterpretation, or Misapplication of the MOU (Article & Section):
Nature of Grievance (facts):
Corrective Action Desired:
Grievant's Signature: Representative's
Signature:
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Step I – Division/Bureau Head
(To be completed by the Division/Bureau Head)
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Date Received at Step I: Meeting Date:
(Must be within 10 working days of informal response or it is untimely) (To be scheduled within 10 working days of date received)
Signature of Division/Bureau Head:
Date:
Grievant □ Resolved Grievant's Signature Date
☐ Move Forward (if carried to Step II, submit to Department Head or Designee a copy of grievance and step 1 response)

3/10/2011

## Step II – Department Head/Designee

(To be completed by the Department Head/Designee. Water & Harbor Departments should substitute an Administrative Officer or equivalent)
Date Received at Step II: Meeting
Date:(Must be within 10 working days of informal response or it is untimely)
Signature of Dept. Head/Designee: Date:
Grievant   Resolved Grievant's Signature Date
☐ Move Forward (if carried to Step III, submit to Director of Human Resources/Designee a copy of grievance and step II
response)
Step III – Director of Human Resources/Designee
Otop in Director of Haman Resources/Designee
(To be completed by the Division/Bureau Head)
Date Received at Step III: Meeting Date:
(Must be within 10 working days of informal response or it is untimely)
Signature of Director of Human Resources/Designee: Date:
Grievant □ Resolved Grievant's Signature Date
☐ Move Forward (if carried to Step IV, submit to City Manager a copy of grievance and step III response)
Step IV – City Manager
Step IV - City Manager
(To be completed by City Manager)
Date Received at Step I: Meeting Date:
(Must be within 10 working days of informal response or it is untimely)
Signature of City Manager: Date:
Grievant □ Resolved Grievant's Signature Date
☐ Move Forward (if carried to Step V, Arbitration/personnel Appeals Board, please refer to MOU Grievance Procedure)
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Step V – Arbitration
(To be completed by Director of Human Resources/Designee)
Date Request Received: Meeting Date: Date Submission Agreement Submitted to Arbitration: